5-23-010 Inmate Workers-CSS Approved 11/28/2023

PURPOSE OF ORDER:

The purpose of this order is to establish procedures in the selection and handling of inmate workers at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

All inmates eligible to be an inmate worker may be assigned as an inmate worker. Inmates with a [REDACTED TEXT] classification may be hired as an inmate worker and housed in their current housing location in compliance with the mandates of Johnson vs. the County of Los Angeles and The Americans with Disabilities Act (ADA) of 1990.

Inmates housed in Moderate Observation Housing (MOH) under the care of Correctional Health Services (CHS), may be hired as inmate workers while assigned to their current MOH floor. MOH inmates must be approved by CHS, custody staff, and Population Management Bureau (PMB) personnel.

Inmates requesting to become an inmate worker shall be questioned regarding any specialized work experience that may aid the facility. If possible, these jobs will be assigned based upon prior experience. PMB personnel will thoroughly review each inmate's current and past criminal history to ensure inmates are placed in work assignments suitable for maintaining the safety of the inmates, personnel, and the facility. PMB personnel are responsible for maintaining the inmate worker program, including the assignment of inmates to inside and outside work crews.

NOTE: Inmate workers are not permitted into any publicly accessible areas outside of the facility. This includes the front parking lot, Century Station lobby, and the CRDF visiting area. This does not include the back dock or other areas outside of the facility where the public is not present.

PMB personnel will provide copies of each outside crew member’s Consolidated Criminal History Reporting System (CCHRS) report to main control and custody personnel assigned to supervise the outside work crew.

NOTE: Watch commanders shall conduct spot checks on all outside work crews and document it in the Watch Commander’s Log.

Pregnant Inmate Workers

Inmates who are confirmed pregnant by CHS personnel may be hired as an inmate worker with the approval of CHS and PMB personnel. They shall be hired as inmate workers for their current housing location.

Module personnel shall ensure the following work accommodations are adhered to for all pregnant inmates assigned as inmate workers:

- Provide a minimum of one 15-minute break every two hours
- Provide access to water, snacks, and meals as regularly planned
- Provide access to additional bathroom breaks as needed
- Avoid prolonged standing or sitting (no more than two hours)
- No lifting over ten pounds
- Avoid activities that may increase risk for falls (i.e., climbing, squatting, etc.)
- Avoid exposure to toxic chemicals

Module Inmate Workers

Module officers **shall only** utilize inmate workers assigned by PMB personnel. Any deviation from this must be approved by PMB personnel.

Module officers shall ensure inmate workers used for food service have been screened by medical staff prior to serving food. Inmate workers handling food items, either in the kitchen or in the housing areas, shall view and adhere to the "Bulk Feeding Hygiene and Safety" protocol. Deputy personnel are required to document this in the electronic Uniform Daily Activity Log (e-UDAL) in the "Additional Information" section.

Module inmate workers **shall not** enter the neighboring module without prior approval from deputy personnel.

NOTE: Any deviation from this order must be explicitly approved by the on-duty watch commander, and PMB personnel shall be notified. Deviations shall be documented in an email and sent to [REDACTED TEXT] email group for follow up, as well as in the e-UDAL for the affected work location.

Rover Deputy Responsibilities

Floor rovers, or their designee(s), shall report to the inmate working dormitory to request inmate workers assigned to their location. Prior to any inmate worker leaving their housing location, the module officer shall do the following:

- Compare the inmate's wristband with their bunk assignment
- Document the inmate's work location on a temporary movement sheet
- Conduct a cursory search of each inmate worker leaving their housing location (this can be conducted by the module officers or personnel escorting the inmate workers)

Work Location Officer/ Module Officer:

When an inmate worker arrives at their work location, module personnel shall assume responsibility of the inmate worker. Module personnel shall enter the name and booking number of the inmate worker into the e-UDAL.

Inmate workers shall not be removed from their work assignment without permission from the module officer. CRDF personnel shall notify PMB personnel to request a change of an inmate worker's assignment.

All inmate workers **shall** be escorted to the CRDF Reception Center to be searched utilizing the B-SCAN at the end of the inmate worker's shift prior to returning to their housing location. The inmate worker shall not be held over to the next shift, absent exigent circumstances or at the direction of a supervisor.

Firing / Removal of an Inmate from a Work Crew

The work location/module officer is responsible for completing a report in the Inmate Report Tracking System (IRTS) for inmates who are removed from their respective work crew. Copies of the IRTS report shall be given to module personnel assigned to the working dormitory and emailed to [REDACTED TEXT]. All IRTS reports must be approved by the floor sergeant. If no formal IRTS report is written, the inmate worker shall not be removed from their work assignment.

Refusal to Work

Qualified inmates who are sentenced to County jail time may be assigned to perform labor, per Penal Code 4019 P.C. Refusal to work shall result in disciplinary action. Continuous violation of this penal code section shall result in revocation of good time/ work time credits.

Inmates shall not be forced to work on their assigned regular day off (RDO) or on their off shift. Inmates may volunteer to work a second shift but cannot be forced.

Miscellaneous

Bed moves within the inmate working dormitory must be approved and made by PMB personnel, except in emergent situations, and only with the approval of the assigned floor sergeant.

All records for the outside and inside work crews shall be retained in compliance with Custody Division Manual (CDM) section 4-13/000.00 Retention of Records.

Work Capacity for Crime Scene and Trauma Cleanup

Areas that have been contaminated with biohazardous or infectious waste such as blood and/or bodily fluids that do not rise to the level requiring a crime scene and trauma cleanup vendor, may be cleaned by the facility's cleaning crew. In accordance with Manual of Policy and Procedures (MPP) section 3-02/040.25, "Employee Exposed to Communicable Disease," inmate workers may be assigned to assist in cleaning contaminated areas. Inmate workers assigned to clean the affected areas shall be provided with appropriate cleaning supplies and personnel protective equipment (PPE), and shall be supervised by trained personnel. The assignment of inmate workers cleaning such areas shall be voluntary and inmates shall not be disciplined if they decline to carry out the task.

NOTE: If a significant incident occurs within a custody facility (e.g., inmate death, etc.) where a substantial presence of biohazardous materials or infectious waste exists, the on-duty watch commander, or their designee, shall request the response of a crime scene and trauma cleanup vendor. The watch commander shall follow the procedure detailed in Informational Bulletin #2023-01, "Crime Scene and Trauma Cleanup Vendors" when requesting services.

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